

TOWN OF RIMBEY

ORGANIZATIONAL MEETING AGENDA

AGENDA FOR THE ORGANIZATIONAL MEETING OF THE TOWN COUNCIL TO BE HELD ON TUESDAY, OCTOBER 22, 2019 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA

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1.	<b>Call to Order</b>	
2.	<b>Agenda Approval and Additions</b>	1
3.	<b>General Items</b>	
	3.1 Council Meeting Dates and Times .....	2
4.	<b>Appointments</b>	
	4.1 Committee/Board Appointments.....	3-5
	4.2 Family and Community Services Board Member Appointments.....	6-9
	4.3 Library Board Member Appointments.....	10-15
5.	<b>Adjournment</b>	



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Organizational Agenda Item</b>	3.1
<b>Council Organizational Meeting Date</b>	October 22, 2019
<b>Subject</b>	Council Meeting Dates and Times
<b>For Public Agenda</b>	Public Information
<b>Background</b>	Council has previously held Regular Council Meetings every second and fourth Tuesday of the month commencing at 5:00 pm with the exception of December whereas Council held only one meeting on the second Tuesday and July and August of the following year on the fourth Tuesdays of each month.
<b>Relevant Policy/Legislation</b>	MGA 192(1) MGA 193 (1), (2), (3)
<b>Recommendation</b>	<ol style="list-style-type: none"><li>1. Administration recommends Council determine dates and times for their Regular Council Meetings.</li><li>2. Administration recommends Council determine the dates and times for their Regular Council Meeting in December 2019 and July and August of 2020.</li></ol>

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Oct 11/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Oct 11/19

Date



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Organizational Agenda Item</b>	4.1
<b>Council Organizational Meeting Date</b>	October 22, 2019
<b>Subject</b>	Committee/Board Appointments
<b>For Public Agenda</b>	Public information
<b>Background</b>	Council Members sit on various Committees and Boards throughout the community.
<b>Discussion</b>	Council reviews the Committees and Board Appointments at the Organizational Meeting Each year.
<b>Relevant Policy/Legislation</b>	Council Procedural Bylaw 939/18, Part XXIV
<b>Attachment</b>	Committees/Boards 2019-2020 Council Procedural Bylaw 939/18, Part XXIV
<b>Recommendation</b>	To accept the appointments of Councillors to the Boards and Committees, as presented.

**Prepared By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Oct 11/19*

Date

**Endorsed By:**

*Lori Hillis*

Lori Hillis, CPA, CA  
Chief Administrative Officer

*Oct 11/19*

Date



## Committee / Boards October 2019 – 2020 Schedule A

Committees / Boards	Mayor Pankiw	Councillor Coulthard	Councillor Curle	Councillor Rondeel	Councillor Payson	CAO Lori Hillis
Deputy Mayor		Oct 27/19 to Jan 18/20	Jan 19/20 to Apr 25/20	Apr 26/20 to Aug 1/20	Aug 2/20 to Oct 24/20	
Signing Authorities		X	X	X	X	X

**Council Community Committee  
Appointments**

Beatty Heritage House Society						
Blindman Youth Action Society (1)						
Chamber of Commerce (1)						
Citizens on Patrol Society (1)						
FCSS Board (1)						
Fire Commission (1)						
F.O.I.P. Coordinator						
Historical Society Board (1)						
Interagency Committee (2)						
Municipal Emergency Advisory Committee (1)						
Municipal Emergency Management Agency (3)						
Municipal Library Board (1)						
Parkland Regional Library Board (1)						
Neighborhood Place (1)						
Rimoka Foundation Board (2)						
Wellness Committee (1)(SHARED)						
Physician Retention Committee (1)						

**\*\*Mayor ex officio to all Committees**

**Members from the Town of Rimbeey at large appointed by Council**

Board	Member at Large	Dates
Family and Community Support Services	Faith Pilgrim	October 23, 2019 to October 22, 2020
Family and Community Support Services	MaryAnn Josephison	October 23, 2019 to October 22, 2020
Family and Community Support Services	Bill Coulthard	October 23, 2019 to October 22, 2020
Municipal Library Board	Michael Boorman	October 23, 2019 to April 14, 2020
Municipal Library Board	Bev Ewanchuk	October 23, 2019 to April 14, 2020



A BYLAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE PROCEDURE OF COUNCIL.

**PART XXIV - BOARDS AND COMMITTEES**

1. The Mayor shall appoint Council representatives to such Committees, Boards and Commissions as required by legislation, agreement or bylaw as they deem necessary. The Mayor will consult with Councillors regarding their appointments prior to the organizational meeting. Unless an addition is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
2. The Mayor may make appointments to a Committee at any time, providing that the Council has adopted a motion or Bylaw specifying the Terms of Reference of the Committee.
3. Appointed Councillors shall keep the rest of the Council informed of the Board/Committee actions by providing regular activity highlights through their Councillor reports.
4. The Mayor shall act as ex-officio to all Committee/Board appointments and may attend any meetings.

**PART XXV - PROHIBITIONS**

1. A member shall not:
  - a. Use offensive words or parliamentary language or conduct in Council;
  - b. Disobey the rules of the Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
  - c. Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
  - d. Enter the Council Chambers while a vote is being taken;
  - e. Interrupt a member while speaking, except to raise a point of order or question of privilege.
2. A member who persists in a breach of Section XXV 1, after having been called to order by the Chairperson, may at the discretion of the Chair be ordered to leave their seat for the duration of the meeting.
3. At the discretion of the Chair, the member may resume their seat following an apology.
4. Should the individual refuse to leave their seat, the Mayor may request their removal by the police.
5. A member who wishes to leave the meeting of Council, without intent to return prior to the adjournment, shall so advise the Chairperson and the time of departure shall be recorded in the minutes.

**PART XXVI - QUESTION OF PRIVILEGE**

1. A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him or herself as a member thereof, shall be permitted to raise such question of privilege. A question of privilege shall take precedence over other matters. While the Chairperson is ruling on the question of privilege, no one shall be considered to be in possession of the floor.



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Council Organizational Agenda Item</b>	4.2
<b>Council Organizational Meeting Date</b>	October 22, 2019
<b>Subject</b>	Members from the Town of RimbeY at large appointed by Council
<b>For Public Agenda</b>	Public information
<b>Background</b>	<p>There are citizens from the Town of RimbeY who sit on Community Boards whom must to be appointed by Council.</p> <p>Bylaw 668/97 which established the Family and Community Support Services program has an agreement attached to it that requires three (3) members from the Town at large appointed by Town Council.</p>
<b>Discussion</b>	
<b>Relevant Policy/Legislation</b>	Bylaw 668/97
<b>Attachment</b>	Bylaw 668/97
<b>Recommendation</b>	To appoint Faith Pilgrim, MaryAnn Josephson and Bill Coulthard to the RimbeY Family and Community Support Services Board for the period of October 23, 2019 to October 22, 2020.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Oct 11/19

Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA  
Chief Administrative Officer

Oct 11/19

Date

Bylaw #668/97

A bylaw of the Town of Rimbey in the Province of Alberta to amend Town of Rimbey bylaw #446/82, and #664/97.

WHEREAS bylaw #664/97 establishes the number of members of the Board responsible for the operation and administration of the Family and Community Support Services program;

AND WHEREAS Rimbey Town Council desires to increase the membership of the Board from six (6) members to eight (8) members;

AND WHEREAS Rimbey Town Council desires to replace the existing agreement authorized by Town of Rimbey bylaw #446/82 with a more up-to-date agreement;

NOW THEREFORE the Council of the Town of Rimbey, duly assembled, hereby enacts as follows:

THAT bylaw #664/97 be amended by the change of the following membership clause:

"The Parties agree to form a board, which shall be the body responsible for the operation and administration of the Family and Community Support Services Program, consisting of eight (8) members appointed as follows:

- ( a ) One (1) member of County Council, appointed by County Council
- ( b ) One (1) member of Town Council, appointed by Town Council
- ( c ) Three (3) members from the County at large appointed by County Council
- ( d ) Three (3) members from the Town at large appointed by Town Council"

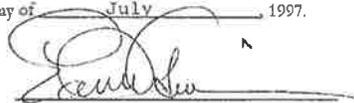
AND THAT the existing FCSS agreement between the Town of Rimbey and the County of Ponoka as authorized by bylaw #446/82 be repealed and replaced by the attached agreement, which shall be approved and attached to this bylaw as Schedule A.

AND THAT this bylaw shall come into effect on the date of final passage thereof.

Read a first time this 5th day of June, 1997.

Read a second time this 8th day of July, 1997.

Read a third time this 8th day of July, 1997.

  
Mayor

  
Secretary-Treasurer



This Agreement made this 23 day of July, 1997:

BETWEEN:

The County of Ponoka No. 3, a body corporate in the Province of Alberta

AND

The Town of Rimbey, a body corporate in the Province of Alberta.

WHEREAS the parties have authorized entering into this Agreement with each other for joint Family and Community Support Services programs;

NOW THEREFORE, in consideration of these premises and the covenants contained therein, the parties agree as follows;

1. The Town of Rimbey, on behalf of all parties to this Agreement, shall enter into an Agreement with the Minister in accordance with present legislation.
2. The Parties agree to form a board which shall be the body responsible for the operation and administration of the Family and Community Support Services Program, consisting of six (6) members appointed as follows:
  - (a) One (1) member of County Council appointed by County Council
  - (b) One (1) member of Town Council appointed by Town Council
  - (c) ~~Two (2)~~ members from the County at large appointed by County Council
  - (d) ~~Two (2)~~ members from the Town at large appointed by Town Council  
Three (3)
3. The term of office of each member of the Board shall be for a period of one full calendar year. Any member may be re-appointed at the discretion of the respective Councils. In the event that a vacancy occurs during the year, the Parties agree that they will appoint a replacement in an expeditious manner.
4. A majority of the Board shall constitute a quorum for meetings.
5. The Parties agree that any member who is absent for three consecutive regular meetings of the Board, without due cause, shall automatically forfeit office and a replacement shall be appointed in accordance with Clause 2.
6. Any member may resign from the Board by notifying the appointing Council in writing and forwarding a copy to the F.C.S.S. Coordinator.
7. The Board shall annually elect a Chairman and a Vice-Chairman from its membership. The Board has the right of removing either the Chairman or the Vice-Chairman by a simple resolution.

8. The Board shall hold regular meetings at such times and places as it deems necessary.
9. The Boards' responsibilities shall include:
  - (a) to administer the fiscal policies of the Rimbey and District Family and Community Social Services programs in accordance with a budget which must be approved by the Town of Rimbey and County of Ponoka.
  - (b) to employ staff to operate the programs and to set salaries and policies as required within the budget approved.
10. The Town agrees to receive grants in accordance with existing legislation on behalf of the Board. The Town further agrees to requisition the County for its share of the local contribution.
11. The Parties to this Agreement agree to annually share the local contribution on an equal 50/50 basis.
12. All members of the Town and County Councils shall receive copies of the Board meeting minutes.
13. This Agreement may be amended with mutual consent of the Parties.
14. Either Party may terminate this Agreement by advising the other Party, in writing, by September 30 of the current year that the Agreement will be terminated by December 31 of the same year.
15. This Agreement is effective June 1, 1997.

IN WITNESS THEREOF the Parties have affixed their corporate seals, as attested by the signatures of their duly authorized signing officers.

TOWN OF RIMBEY

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Manager

COUNTY OF PONOKA

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
County Administrator



<b>Council Organizational Agenda Item</b>	4.3																											
<b>Council Organizational Meeting Date</b>	October 22, 2019																											
<b>Subject</b>	Members from the Town of Rimbey at large appointed by Council																											
<b>For Public Agenda</b>	Public information																											
<b>Background</b>	<p>There are citizens from the Town of Rimbey who sit on Community Boards whom must be appointed by Council.</p> <p>The Rimbey Municipal Library Board currently has 8 members. The Libraries Act indicates a Municipal Library Board shall consist of not fewer than 5 and not more than 10 members, appointed by Council.</p> <p>2 of the current Municipal Library Board Members should have been brought forth for renewal in April of 2017 for a second term of April 14, 2017 to April 14, 2020.</p>																											
<b>Discussion</b>	<p>Rimbey Municipal Library Board Member Terms</p> <p style="text-align: center;"><b>Rimbey Municipal Library Board Members</b></p> <table border="1"> <thead> <tr> <th><b>MEMBER</b></th> <th><b>DATE APPOINTED</b></th> <th><b>APPOINTMENT EXPIRES</b></th> </tr> </thead> <tbody> <tr> <td>Margaret Ramsay</td> <td>July 25, 2017</td> <td>July 25, 2020</td> </tr> <tr> <td>Michael Boorman</td> <td>April 14, 2014</td> <td><i>April 14, 2017</i></td> </tr> <tr> <td>Bev Ewanchuk</td> <td>April 14, 2014</td> <td><i>April 14, 2017</i></td> </tr> <tr> <td>Erika Cissell</td> <td>February 14, 2018</td> <td>February 14, 2021</td> </tr> <tr> <td>Desiree Vandenhoven</td> <td>October 10, 2018</td> <td>October 10, 2021</td> </tr> <tr> <td>John Hull</td> <td>May 13, 2019</td> <td>May 13, 2022</td> </tr> <tr> <td>Colleen McNaught</td> <td>October 8, 2019</td> <td>October 8, 2022</td> </tr> <tr> <td>Councillor Paul Payson</td> <td>A Councillor is appointed annually at the Organizational Meeting</td> <td>A Councillor is appointed annually at the Organizational Meeting</td> </tr> </tbody> </table>	<b>MEMBER</b>	<b>DATE APPOINTED</b>	<b>APPOINTMENT EXPIRES</b>	Margaret Ramsay	July 25, 2017	July 25, 2020	Michael Boorman	April 14, 2014	<i>April 14, 2017</i>	Bev Ewanchuk	April 14, 2014	<i>April 14, 2017</i>	Erika Cissell	February 14, 2018	February 14, 2021	Desiree Vandenhoven	October 10, 2018	October 10, 2021	John Hull	May 13, 2019	May 13, 2022	Colleen McNaught	October 8, 2019	October 8, 2022	Councillor Paul Payson	A Councillor is appointed annually at the Organizational Meeting	A Councillor is appointed annually at the Organizational Meeting
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<b>Relevant Policy/Legislation</b>	Libraries Act, Sections Bylaw 385/80 Policy 122 Appointments to Boards, Commissions																											



TOWN OF RIMBEY REQUEST FOR DECISION

<b>Attachment</b>	Libraries Act, Sections 3,4,5, & 7 Bylaw 385/80 Policy 122 Appointments to Boards, Commissions
<b>Recommendation</b>	To appoint Michael Boorman and Bev Ewanchuk to the Rimbey Municipal Library Board for the period of October 23, 2019 to April 14, 2020.
<b>Prepared By:</b>  For <u>K. Blakely</u> _____ <u>Oct 18/19</u> Lori Hillis, CPA, CA Chief Administrative Officer Date	
<b>Endorsed By:</b>  For <u>K. Blakely</u> _____ <u>Oct 18/19</u> Lori Hillis, CPA, CA Chief Administrative Officer Date	

- (l) “municipality” means municipality as defined in the *Municipal Government Act*;
  - (m) “public library” means a municipal library, library system or community library;
  - (n) “Public Library Rate” means the rate assessed and levied pursuant to section 11;
  - (o) “school authority” means a school division.
- RSA 2000 cL-11 s1;2006 c5 s2;2012 cE-0.3 s275

## Part 1 Municipal Libraries

### Application

**2** This Part applies to every municipal library board maintained in whole or in part by property taxes and

- (a) established under this Part, or
- (b) continued under this Part.

RSA 2000 cL-11 s2;2006 c5 s3

### Municipal board

**3(1)** The council of a municipality may, by bylaw, establish a municipal library board.

**(2)** The council shall forward a copy of a bylaw made under subsection (1) to the Minister.

**(3)** Repealed 2006 c5 s4.

**(4)** On being established, the municipal library board is a corporation and shall be known as “The (name of municipality) Library Board”.

**(5)** The boards of management of all public libraries to which Part 3 of the *Libraries Act*, RSA 1980 cL-12, applies are continued as municipal library boards under this Act.

RSA 2000 cL-11 s3;2006 c5 s4

### Appointment

**4(1)** A municipal board shall consist of not fewer than 5 and not more than 10 members appointed by council.

**(2)** A person who is an employee of the municipal board is not eligible to be a member of that board.

(3) Not more than 2 members of council may be members of the municipal board.

(4) A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.

(5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.

(6) When appointments are made in respect of a first municipal board, council shall, as nearly as may be possible, appoint 1/3 of the members for a term of one year, 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.

(7) Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.

1983 cL-12.1 s10;1998 c19 s5

#### **Date of appointment**

**5(1)** The appointments of the members of the municipal board shall be made on the date fixed by council.

(2) Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

1983 cL-12.1 s11

#### **Validity of proceedings**

**6** No resolution, bylaw, proceeding or action of any kind of the municipal board may be held invalid or set aside for the reason that any person whose election to council has been judged invalid acted as a member of the board.

1983 cL-12.1 s12

#### **Board duties**

**7** The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

1983 cL-12.1 s13

#### **Budget**

**8(1)** The municipal board shall before December 1 in each year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library.

BYLAW 385/80

A BY-LAW OF THE TOWN OF RIMBEY, IN THE PROVINCE OF ALBERTA TO PROVIDE  
FOR THE ESTABLISHMENT OF A MUNICIPAL LIBRARY.

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WHEREAS the Council of the Town of Rimbey deems it expedient to propose the establishment of a municipal library;

NOW THEREFORE with the authority and under the provisions of Part 3 of "The Libraries Act" and amendments thereto, being Chapter 206 of the Revised statutes of Alberta, 1970, the Council of the Town of Rimbey, duly assembled, enacts as follows:

1. There shall be established a municipal library for the Town of Rimbey.
2. The Municipal Library shall be managed, regulated and controlled by a Library Board.
3. The policies of the Municipal Library Board shall be governed by Parts 3 and 7 of "The Libraries Act" and amendments and regulations pertaining thereto.
4. This By-law shall take effect on the date of the final passing thereof.

RECEIVED:

FIRST Reading this 23 day of April, A.D., 1980.

SECOND Reading this 23 day of April, A.D., 1980.

THIRD Reading this 23 day of April, A.D., 1980.

  
Mayor.

  
Administrator.



## Town of Rimbey Policy Manual

Title: Appointments to Boards, Commissions & Agencies

Policy No: 122

Date Approved: October 8, 1986

Resolution No: 494/86

Date Effective: October 8, 1986

Purpose:

Policy Statement:

1. All appointments to Boards, Commissions and Agencies shall be ratified by Council at a duly constituted meeting of Council.
2. All appointments shall be for a specific period of time and may be terminated at any time by Council.

Initial Policy Date: October 8, 1986

Resolution No: 494/86

Revision Date:

Revision Date: